Remote Recording Guide

This guide outlines some best practices for recording and will be used to give consistency throughout the celebration video. For those who will use their computer’s built-in camera, we’ve created a walkthrough for recommended applications below.

Style guide for all recordings

- The camera should be at eye-level. To accomplish this, try setting your capture device on a shelf, a stack of books, etc.
- If you’re recording on your own device, set it up horizontally for ‘landscape mode’. Do not stand it up vertically for ‘portrait mode’.
- Eye contact with the camera is good. If you’re reading from notes on your computer, have them in their own window near the lens.
- Sit in a well-lit room. Generally, this should be an evenly balanced bright room.
  - A soft light (i.e. lamp) behind the camera can help brighten your face.
  - Avoid having a bright light behind you (i.e. bright light from an open window, lamp pointed at the camera).
  - Avoid being lit from below. This creates unwanted shadows on your face.
- Be aware of any unwanted sound in your environment. If possible, turn off any devices that produce noise (TV, radio, fan, etc.)
- If you stumble a bit, keep going. Small mistakes often aren’t as bad as you think.
- Pause and take a breath before starting. Our editing team will know when to cut in.
- Once finished, take a 3-second pause before stopping the recording. This might feel awkward, but it will cut together nicely.

Recording on a Mac

1. We recommend using the built-in application Photo Booth. You can find it in the dock, or through a search using the magnifying glass in the top right corner of the screen.
2. Once you open the program, your camera should activate and you should see a preview shot of your recording. On the left side you’ll see a panel with three buttons. Click the film reel icon on the right to select a video recording.

3. Click the red button to start the recording. Click the same button to stop the recording.

4. Every recording is automatically saved in the bank below. When you’re satisfied with a recording, drag the thumbnail onto the desktop.
5. Rename the file using this format: [your college acronym - your title and name]
   Ex. SOE - Professor John Doe

6. Using your browser, bring up the presentation drop-off folder in Google Drive. Drag and drop your recording from the desktop to the designated folder. It may take a few minutes to upload.
Recording on Windows

1. From the Start menu
   a. Search for the Camera app
   b. Open the app

2. In the Camera app - You should be able to see yourself.
   a. Select the Take Video button on the right hand side of the app to start recording
   b. And the Stop button to end the recording

3. Once you stopped recording - you can review the video immediately by selecting the thumbnail in the bottom right of the app
4. After reviewing your video and you are happy with your performance
   a. Select the … symbol in the top right
   b. Select **Open Folder**

5. The **Open Folder** will launch a **file explorer** window containing all of your recordings.
   a. Select the video you are most happy with and rename it **Right click > rename**
   b. Rename your video in the following format **your college name - your name** (School of Ed. - John Doe)
   c. Using your browser, locate the presentation drop-off folder in Google Drive. Drag and drop your recording into the designated folder.
Recording on a Personal Device

1. Record yourself using the Camera app

2. While recording make sure to:
   a. Record yourself horizontally
   b. Place your phone on a steady surface
   c. Make sure you are in a quiet and well lit environment

3. Review your video for satisfaction and prepare to upload

Uploading to Google Drive

1. Download the google drive app to your iphone via the app store

2. Register with your pdx.edu account
   a. This may require Dual factor authentication via Duo
3. In the **Google Drive** app  
   a. Locate the **designated drop box folder** that has been shared with you

4. Within the **designated drop box folder**  
   a. Select **Create New > Upload > Photos and Videos**

   ![Image](image1.png)

   b. Select the recording you intend to use

5. Finally rename the file  
   a. Select the ... > **rename**
   b. Use the format: **your college acronym - your full title and name**
      i. (SOE - Professor John Doe)